



MAASAI MARA UNIVERSITY

OFFICE OF THE ALUMNI ASSOCIATION



CONSTITUTION

MAASAI MARA UNIVERSITY ALUMNI
ASSOCIATION
(MMUAA)

JULY, 2016



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PREAMBLE

An **alumnus** (masculine, plural **alumni**) or an **alumna** (feminine, plural **alumnae**) is a former student or pupil and most often a graduate of an educational institution (school, college, university etc). An alumnus can also be a former member, employee, contributor, or inmate, as well as a former student. In accordance with the rules of grammar governing the inflexion of nouns in the Romance languages, the masculine plural, “alumni” is correctly used for groups composed of both sexes. “Alumni” (a plural form) is often used as a singular form for both sexes; for example, “I am an alumni of the University of Nairobi”, as opposed to “I am an alumnus/alumna of the University of Nairobi.” This usage is considered erroneous and is inconsistent with the way the term was originally intended to be used in Latin sense.

The alumni **reunions** are popular events at many educational institutions throughout the world. They are usually organized by **alumni associations** and are often social occasions for strategic resource mobilization avenues in many educational institutions. The alumni associations contribute a great deal to the sustainable development initiatives of their *alma mater* (plural, *almae matres*).

The **Vision** of the Maasai Mara University Alumni Association is to be a model association that promotes transformational leadership, connects with the community and fosters the development and interaction between alumni, students and industry at both national and international levels.

The **Mission** of the Maasai Mara Alumni Association is to promote the welfare and Vision of the University through the use of talents and resources of its members, alumni and friends of the University committed to academic excellence for sustainable development and seeking international visibility in pursuit for quality teaching, research and community service.

ARRANGEMENT OF ARTICLES OF THE CONSTITUTION

ARTICLE 1: NAME

The name of the Alumni Association shall be the Maasai Mara University Alumni Association, hereafter referred to as MMUAA or “Association”.

While Maasai Mara University hereafter will be referred to as the University.

ARTICLE 2: OBJECTIVES

The Association shall have the following objectives:

- a. To build relationships and a sense of camaraderie among students and alumni.
- b. To promote a healthy group spirit and effective networking among the alumni.
- c. To promote efficient interaction and networking between Maasai Mara University and the alumni and showcase the association as an essential partner of the University.
- d. To act as a stimulating body in promoting the development of the Association, advancing the interests and promoting the welfare of its members.
- e. To participate in the growth and development of the university among other:
 - i. Resource mobilization to support development programmes of the University,
 - ii. Soliciting for scholarships and bursaries for students, and

- iii. To assist the University to initiate, organize and sustain programmes and awards such as:-
 - The Outstanding Achievement Award.
 - The Distinguished Service Award (Alumnus/Alumna who has contributed most to the community/country).
 - The Distinguished Service of Senior Alumnus/Alumna Award (Alumni/Alumnae over 40 years of age who have remarkable great achievements).
 - The Distinguished Service of Youth Alumnus/Alumna Award (Alumni/alumnae under the age of 40 Years who have great achievements).
- f. To make presentations to the University Council and make recommendations of those who can play leadership roles at the University.
- g. To participate in national and international development activities that are beneficial to the University, and to project a positive image of the University.
- h. To establish collaborative links with other alumni bodies and organizations in and outside Kenya.

ARTICLE 3: MEMBERSHIP

- Section 1. For purposes of this Constitution, the members of the Association shall be:-
- (i). Founder members (first 100 alumni)
 - (ii). Ordinary members or
 - (iii). Honorary members.
- Section 2. The following shall be eligible for Founder membership registration upon payment of the prescribed fee:-
- a) The first 100 persons who satisfy the requirements stipulated under Section 3 or Section 4 of Article 3.
- Section 3. The following shall be eligible for Ordinary Membership registration upon payment of the prescribed fee:-
- a). All persons who have successfully completed their studies at the University (persons holding awards of the University), and
 - b). Persons granted honorary degrees by the University, and
 - c). Full time permanent staff members who are not former students of the University and who obtained a degree from another recognized institution, and
 - d). The members of the Maasai Mara University Council.
 - e). Graduates of Moi University who studied in former Narok University College may become friends of Maasai Mara University, and later allowed to be alumni members if they so desire.
 - f). Any persons who have spent time and resources to train or be trained in a workshop/meeting organized by Maasai Mara University and use the University's resources and/or facilities and thereafter awarded a certificate of any kinds, he/she automatically becomes a member of Alumni Association of the Maasai Mara University. However, attendees of conferences should only become friends of Maasai Mara University, and later allowed to be alumni members if they so desire.

- Section 4. The following shall be eligible for Honorary Membership upon invitation by the Board and payment of the prescribed fee:-
- a). Any person who has executed and has also maintained close association with the University.
 - b). Persons with a degree and have completed at least one year of successful study at the University.
- Section 5. The members who satisfy the requirements envisaged in Section 2, 3 and 4 of this Article shall be eligible for life membership upon payment of the life membership fee.
- Section 6. Any member desiring to resign from the Alumni Association shall submit his resignation to the Secretary, which shall take effect from the date of receipt by the Secretary of such notice.
- Section 7. Any person who resigns or is removed from membership shall not be entitled to a refund of his subscription or any part thereof or any moneys contributed by him/her at any time.
- Section 8. Any member may be expelled from membership if the Board so recommends and if a general meeting of the Association shall resolve by two-thirds majority of the members present that such a member should be expelled on the grounds that his/her conduct has adversely affected the reputation or dignity of the Association, or that he/she has contravened any of the provisions of the Constitution of the Association. The Board shall have power to suspend a member from his membership until the next general meeting of the Association following such suspension but notwithstanding such suspension, a member whose expulsion is proposed shall have the right to address the general meeting at which his/her expulsion is to be considered.
- Section 9. Any member who falls into arrears with his annual subscription for two or more years shall automatically cease to be a member of the Association and his/her name shall be struck off the register of members. The Association Board may, however, at its discretion, reinstate such member on payment of the total amount of subscription outstanding.

ARTICLE 4: SUBSCRIPTION/MEMBERSHIP FEE

- Section 1. The MMUAA Board shall fix the rate of fees to be paid for by members of the Association, which may be revised by a resolution of two thirds of the members voting at a general meeting.
- Section 2. The members shall pay fees as prescribed:-
- a). Ordinary/Founder member - Annual subscription - KShs. 500.00
 - b). Honorary member- Annual subscription- KShs. 2, 000.00
 - c). Life membership
 - i. Lion Heart - KShs. 150, 000.00**
 - ii. Eagle Flight - KShs. 100, 000.00**
 - iii. Twiga Height - KShs. 50, 000.00**
 - iv. Cheetah Speed - KShs. 25, 000.00**
 - d). Certificate for membership – KShs. 500.00
 - c). Registration fee – KShs. 1000.00

Section 3. The fully paid up members whose dues are not in arrears shall receive such journals, bulletin or other printed matter as may be published by the Association or shall receive such other benefits as may pertain to membership in the Association.

ARTICLE 5: THE BOARD

The MMUAA shall be managed through the Association Board.

Section 1. The Board shall consist of the following:-

- i). Six Alumni members representing the different Schools of the University;
- ii). 3 ex-officio members;
 - a). Vice Chancellor,
 - b). Deputy Vice-Chancellor (in charge of Academic Affairs), and
 - c). Deputy Vice-Chancellor (in charge of Administration).

Section 2. The six Alumni members will be elected at the first meeting of the Association.

Section 3. Any vacancies for members of the Board caused by death or resignation shall be filled by the Board until the next Annual General Meeting (AGM) of the Association. Vacancies caused by members of the Board removed from office will be dealt with as shown in Article 3 Section 8.

Section 4. The Board members shall, at their first meeting elect the Chairperson and the Vice Chairperson from amongst the Board members.

Section 5. There will be a 30-days transition period where the exiting board members will update new board members and provide them with all the necessary documentation and guidance into the new offices appropriately.

Section 6. The life span of the six elected members of the Board in Section 1 (i) shall be 4 years and shall be eligible for re-election for one further term.

ARTICLE 6: DUTIES OF THE BOARD

Section 1. The Board shall be responsible for the management of the Association and for that purpose may give directions to office bearers as to the manner in which, within the law, they shall perform their duties. The Board of the Association shall have power to appoint sub-committees, as it may deem desirable to make reports to the Board upon which such action shall be taken as seems to the Board desirable.

Section 2. The Board as specified in Article 5: section 1 shall authorize all moneys disbursed on behalf of the Association.

ARTICLE 7: OFFICE BEARERS (EXECUTIVE COMMITTEE)

The following positions shall be filled upon the formation of the Executive Committee of the Maasai Mara University Alumni Association.

- i. Chairperson
- ii. Vice Chairperson
- iii. General Secretary
- iv. Deputy General Secretary
- v. Treasurer.
- vi. Organizing Secretary
- vii. Newsletter Editor
- viii. Any other member co-opted by the Executive Committee as appropriate.**

All of who shall be fully paid-up members of the Association and shall be elected at the annual general meeting after the lapse of every 3 years.

- Section 1: All Office Bearers shall hold office for 3 years subject to the conditions contained in sections 2 and 3 of this article but shall be eligible for re-election.
- Section 2. Any Office Bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
- Section 3. Office Bearers may be removed from office in the same way as is laid down for expulsion of members in Article 3 Section 8 and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.
- Section 4. The first Office Bearers of the Association shall be appointed by the University Management on an interim basis for 3 years before the first election is called. The appointed official shall be eligible for re-appointment only once if the election fails to be successful.

ARTICLE 8: DUTIES OF OFFICE BEARERS (EXECUTIVE COMMITTEE)

Section 1. Chairperson

- a) The Chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Executive Committee and at all general meetings.
- b) Shall co-ordinate all the functions and activities of the Association committees.
- c) Appoint such committees as are necessary to carry out the programmes of the Alumni Association effectively.
- d) Serve as an ex-officio member of all committees.
- e) Ensure that the Alumni Association activities are run efficiently in conformity with the principles set forth in the Constitution.
- f) Shall exercise general supervision over the management of the Association.
- g) Report on the operations of the Association to the members at the Annual General Meeting.
- h) Shall be a signatory in all Bank transactions on behalf of the Association.
- i) Shall be expected to act in the best interests of the Association at all times.

Section 2. **Vice-Chairperson**

- a) Plan and co-ordinate the membership programme of the Alumni Association.
- b) Perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- c) Coordinate the Elections/Voting of the Association.

Section 3. **General Secretary**

- a) Shall maintain an accurate record of all Alumni Association meetings.
- b) Issue the Alumni Association directory.
- c) Shall maintain and keep in safe custody all correspondences and records relating to the Alumni Association.
- d) Shall issue notice of meetings and maintain an attendance log of all meetings.
- e) Presenting minutes of the previous meetings at meetings.
- f) Soliciting input from members for meeting agendas and disseminating agendas prior to meetings.
- g) Undertake any other duties as may be assigned by the members in consultation with the Chairperson.

Section 4. **Deputy General Secretary**

In the absence of the Secretary, the Deputy Secretary shall perform all the duties of the Secretary and such other duties as shall be assigned to him/her by the Secretary or the Board whether the Secretary is present or not.

Section 5. **Organizing Secretary**

- a) Coordinating events to enhance awareness of the MMUAA to others.
- b) Keeping the Alumni Association in contact with the Community.
- c) Organizing Community related activities
- d) Attending all regular and special meetings.

Section 6. **Treasurer**

- a) Receive and disburse the funds of the Association in a prudent manner.
- b) Shall maintain all books of accounts and an accurate record of all Associations transactions.
- c) Draft the Budget for approval by the Association and strive to ensure that the Budget plan is complied with.
- d) Ensure all financial forms and reports prescribed by the government are filed as required.
- e) The Treasurer is also charged with the responsibility of collecting membership fee/dues and maintaining a list of all paid up members.
- f) Shall be a signatory in all bank transactions on behalf of the Association.
- g) Prepare and present quarterly and annual accounts and reports of the Association.
- h) Prepare members statements every quarter.
- i) Perform any other assignment as may be directed by the Chairperson.
- j) May be allowed to keep a sum not exceeding KShs.10, 000 as petty cash for which proper account shall be maintained.

Section 7. **Newsletter Editor**

- a) Provide timely information concerning activities of the Association to its members and friends.
- b) Publicize the history of the Alumni Association when and where appropriate.

ARTICLE 9: MEETINGS

There shall be two categories of meetings:-

- (i) Annual General Meetings (AGM) and
- (ii) Special General Meetings (SGM).

Section 1. The annual general meetings shall be held not later than November in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of Accounts and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting and, where practicable, by press advertisement not less than 14 days before the date of the meeting.

Section 2. The agenda for any Annual General Meeting shall consist of the following:

- a). Confirmation of the minutes of the previous Annual General Meeting.
- b). Consideration of the accounts.
- c). Election of Office Bearers and the Board members.
- d). Such other matters as the Board may decide or as to which a member or members shall have given notice in writing to the Secretary at least four weeks before the date of the meeting.
- e). Any other business with the approval of the Chairperson.

Section 3. A Special General Meeting may be called for any specific purpose by the Board. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof and where practicable by press advertisement not less than 7 days before the date of such meeting.

Section 4. A Special Meeting may also be requisitioned for a specific purpose by order in writing to the Secretary of not less than 2/3 of the members and such meetings shall be held within 21 days of the date of the requisition notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof and where practicable by Press advertisement not less than 7 days before the date of such meeting. No matter shall be discussed other than that stated in the requisition.

Section 5. Quorum for general meetings shall be not less than 50% + 1 of members of the Association.

Section 6. The quorum for meetings of the Board shall be 50% + 1 of the Board members.

ARTICLE 10: PROCEDURE AT MEETINGS

- Section 1. At all meetings of the Association the Chairperson, or in his absence, the Vice-Chairperson or in the absence of both these officers, a member selected by the members present during the meeting shall take the position of the Chairperson.
- Section 2. The Chairperson may at his discretion limit the number of person's permitted to speak in favor of and or against any motion.
- Section 3. Resolutions shall be decided by simple voting by a show of hands in the case of equality of votes; the Chairperson shall have a second casting vote.

ARTICLE 11: FUNDS

- Section 1. All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him in the name of the Association in any bank or banks approved by the Board.
- Section 2. No payments shall be made out of the bank account without a resolution of the Board authorizing such payment and all cheques on such bank account shall be signed by the Treasurer and two other Office Bearers of the Association shall be appointed by the committee.
- Section 3. A sum not exceeding KShs. 10, 000 may be kept by the Treasurer for petty disbursements of which proper account shall be kept and presented accordingly.
- Section 4. The Board shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Association and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than 2 months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- Section 5. The financial year of the Association shall be from 1st January to 31st December.

ARTICLE 12: AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution of the Association must be approved by at least a two-thirds majority of members at a general meeting of the Association. They cannot, however, be implemented without the prior consent in writing to the Registrar of Societies obtained upon application to him made in writing and signed by three of the Office Bearers.

ARTICLE 13: DISSOLUTION

- Section 1. The Association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. The quorum at the meeting shall be as afore stated. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- Section 2. Provided, however, that no dissolution shall be effected without prior permission in writing to the Registrar of Societies, obtained upon application to him made in writing and signed by three of the office bearers.
- Section 3. When the dissolution of the Association has been approved by the Registrar of Societies, no further action shall be taken by the Board or any Office Bearer of the Association in connection with the aims of the Association other than to get in and liquidate for cash all the assets of the Association, the balance thereof shall be distributed in such other manner as may be resolved by the meeting at within the resolution for dissolution is passed.



END
